

# **CRANSTON SCHOOL COMMITTEE MEETING**

**MONDAY, JULY 16, 2007**

**HOPE HIGHLANDS ELEMENTARY SCHOOL**

**300 HOPE ROAD**

**EXECUTIVE SESSION: 6:00 P.M.**

**PUBLIC SESSION: 7:00 P.M.**

## **AGENDA**

**I. Call to Order – 6:00 p.m. – Convene to Executive Session pursuant to RI State Laws 42-46-5(a)(1) Personnel, PL 42-46-5(a)(2) Collective Bargaining and Litigation, and PL 42-46-5(8)(b) Privacy of Students and Their Record**

**II. Executive Session**

**III. Call to Order – Public Session**

**IV. Roll Call / Quorum**

**V. Executive Session Minutes Sealed – July 16, 2007**

**VI. Minutes of Previous Meetings Approved – June 18, 2007; June 19, 2007**

**VII. Public Acknowledgements / Communications**

**1. Energy Education, Inc. Presentation**

**VIII. Chairperson Communications**

**IX. Superintendent Communications**

**X. School Committee Member Communications**

**XI. Public Hearing**

**a. Students (Agenda/Non-agenda Items)**

**b. Members of the Public (Agenda Matters Only)**

**XII. Consent Calendar / Consent Agenda**

**SPONSORED BY MR. STYCOS AND MRS. TOCCO-GREENAWAY**

**NO. 07-7-2 – RESOLVED, that the following School Committee policy be adopted for first reading:**

**The Cranston Public Schools shall show no favoritism towards candidates for public office. The Cranston Public Schools shall not invite nor allow any candidate for public**

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**office, acting in his/her capacity as a candidate, to attend an event paid for with school department funds, unless other candidates for the same office have also been invited. Once at the event, candidates shall be treated equally. In addition, administrators may meet with candidates for public office to explain school issues or visit school facilities, but must treat all candidates equally. This paragraph shall not apply to Cranston School Committee members acting in their official capacities.**

**SPONSORED BY MR. STYCOS, MR. ARCHETTO, AND MRS. TOCCO-GREENAWAY**

**NO. 07-7-3 – RESOLVED, that the following School Committee policy be adopted for first reading:**

**Central administrators (the superintendent, the assistant superintendent, the head of finance, the head of personnel, and the head of curriculum) shall complete a financial disclosure form like the**

form submitted to the Rhode Island Ethics Commission by elected officials. The disclosure forms shall be submitted to the superintendent's office by April 1 of each year (September 1 in 2007) and shall be available to the public.

**SPONSORED BY MR. STYCOS AND MRS. TOCCO-GREENAWAY**

**NO. 07-7-4 – RESOLVED**, that the following School Committee policy be adopted for first reading:

Central administrators (the superintendent, the assistant superintendent, the head of finance, the head of personnel, and the head of curriculum) shall not campaign for Cranston School Committee candidates. This shall include circulating nominating petitions, recruiting volunteers, or other campaign assistance.

## **ADMINISTRATION**

### **PERSONNEL**

**NO. 07-7-5 – RESOLVED**, that at the recommendation of the Superintendent, said certified personnel be recalled from termination, and

Be it further **RESOLVED**, that the Superintendent notify those teachers of the Committee's actions.

**NO. 07-7-6 – RESOLVED**, that at the recommendation of the Superintendent, the appointment of Elementary Principal, be approved.

**NO. 07-7-7 - RESOLVED**, that at the recommendation of the Superintendent, the following certified personnel be appointed for the 2007-2008 school year:

**Barbara Ferraro, step 2 plus CAGS of the prevailing salary schedule  
Education – University of Rhode Island, BS; University of  
Massachusetts, CAGS**

**Experience – Cranston Public Schools' Internship**

**Certification – School Psychologist**

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**Assignment – Itinerant, School Psychologist, .6 FTE**

**Effective Date of Employment – August 27, 2007**

**Authorization – New**

**Fiscal Note: 15136113 511000**

**Michael Iannone, salary to be at the third step of the prevailing salary  
schedule**

**Education – Rhode Island College, BS**

**Experience – Cranston Public Schools, Substitute**

**Certification – Chemistry / General Science**

**Assignment – Cranston High School East, 1.0 FTE**

**Effective Date of Employment – August 27, 2007**

**Authorization – Replacement**

**Fiscal Note: 11311012 512100**

**Christine Ferranti, salary to be at the second step of the prevailing  
salary schedule**

**Education – University of Rhode Island, BS**

**Experience – Cranston Public Schools, Substitute**

**Certification – Early Childhood, PK-2**

**Assignment – Rhodes School, .5 FTE**

**Effective Date of Employment – August 27, 2007**

**Authorization – Replacement**

**Fiscal Note: 11711012 512100**

**Lorna Thompson, salary to be at the ninth step plus Masters of the prevailing salary schedule**

**Education – University of Rhode Island, BA; Boston University, MSW**

**Experience – Family Services**

**Certification – School Social Worker**

**Assignment – Itinerant, .6 FTE**

**Effective Date of Employment – August 27, 2007**

**Authorization – New**

**Fiscal Note: 15136113 511000**

**Nina Vizzaccaro, salary to be at the first step of the prevailing salary schedule**

**Education – Rhode Island College, BA**

**Experience – Cranston Public Schools, Substitute**

**Certification – Secondary / Middle Mathematics**

**Assignment – Cranston High School East, 1.0 FTE**

**Effective Date of Employment – August 27, 2007**

**Authorization – Replacement**

**Fiscal Note: 11311012 512100**

**Karen Bileski, salary to be at the first step of the prevailing salary schedule**

**Education – Providence College, BA**

**Experience – Student Teacher, Woonsocket**

**Certification – Secondary Mathematics**

**Assignment – Cranston High School East, 1.0 FTE**

**Effective Date of Employment – August 27, 2007**

**Authorization – Replacement**

**Fiscal Note: 11311012 512100**

**Keith Ward, salary to be at the second step plus Bachelors plus 36 of the prevailing salary schedule**

**Education – University of Rhode Island, BS**

**Experience – Substitute**

**Certification – Secondary Chemistry/General Science**

**Assignment – Cranston High School West, 1.0 FTE**

**Effective Date of Employment – August 27, 2007**

**Authorization – Replacement**

**Fiscal Note: 12611012 512100**

**Kimberly Lebrun, salary to be at the first step of the prevailing salary schedule**

**Education – Rhode Island College, BA**

**Experience – Program Manager Bain + 2**

**Certification – Middle/Secondary English**

**Assignment – Park View Middle School, 1.0 FTE**

**Effective Date of Employment – August 27, 2007**

**Authorization – Replacement**

**Fiscal Note: 12311012 512100**

**Michaela Alexion, salary to be at the first step of the prevailing salary schedule**

**Education – University of Rhode Island, BS**

**Experience – Cranston Public Schools' Student Teacher**

**Certification – Secondary Social Studies**

**Assignment – Park View Middle School, .5 FTE**

**Effective Date of Employment – August 27, 2007**

**Authorization – Replacement**

**Fiscal Note: 12311012 512100**

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**Jane Healey, salary to be at the eighth step plus MSN of the prevailing salary schedule**

**Education – Rhode Island College, BS; MSN**

**Experience – Providence School Department**

**Certification – School-Nurse, PK-12**

**Assignment – Itinerant, 1.0 FTE**

**Effective Date of Employment – august 27, 2007**

**Authorization – New**

**Fiscal Note: 11347512 512100**

**NO. 07-7-8 - RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed as**

**substitutes on a temporary basis as needed:**

**Stephanie Fratiello Elementary**

**Mary Moran Special Education Elementary/Middle**

**NO. 07-7-9 - RESOLVED, that at the recommendation of the Superintendent, the following certified staff member be granted a leave of absence without compensation as provided in Article XIX, Section B of the Master Agreement between the Cranston School Committee and the Cranston Teachers' Alliance:**

**Scott Colantonio, Teacher**

**Hope Highlands Elementary School**

**Effective Dates: August 2007 to September 2008**

**NO. 07-7-10 - RESOLVED, that at the recommendation of the Superintendent, the retirement of the following certified personnel be accepted:**

**Donald Grohman, Teacher**

**Cranston High School West**

**Effective Date: June 29, 2007**

**NO. 07-7-11 - RESOLVED, that at the recommendation of the Superintendent, the resignation of the following certified personnel be accepted:**

**Christopher Haskins, Principal**

**Glen Hills School**

**Effective Date: July 31, 2007**

**Kathleen Kanerviko, Reading Teacher**

**Bain Middle School**

**Effective Date: July 5, 2007**

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**Jean-Nicole Almon, Speech and Language Pathologist**

**Special Services**

**Effective Date: June 20, 2007**

**NO. 07-7-12 - RESOLVED, that at the recommendation of the Superintendent, the following individuals be reappointed as athletic coaches:**

**BAIN MIDDLE SCHOOL**

**Michele Dunphy Head Coed Cross Country**

**Michael Rachiele Head Girls' Soccer**

**PARK VIEW MIDDLE SCHOOL**

**Michael Crudale Head Boys' Soccer**

**Donald Grohman Head Coed Cross Country**

**WESTERN HILLS MIDDLE SCHOOL**

**Daniel Burns Head Girls' Soccer**

**Dina Cesana Head Coed Cross Country**

**CRANSTON HIGH SCHOOL EAST**

**Robert Bouchard Head Boys' Cross Country**

**Michael Boyajian Head Girls' Tennis**

**Lauren Brown Assistant Girls' Soccer**

**Thomas Centore    Head Football**  
**James Creamer    Assistant Girls' Tennis**  
**Jessica Greene    Head Field Hockey**  
**Heather Johnson    Assistant Girls' Volleyball**  
**Robert LaBanca    Head Girls' Cross Country**  
**Ronald Lee    Head Girls' Volleyball**  
**Isaiah McDaniel    Head Freshmen Football**  
**Daniel Muksian    Assistant Boys' Soccer**  
**Moses Saygbe    Head Boys' Soccer**  
**Kenneth Simone    Assistant Football**  
**Jason Ward    Assistant Football**  
**David Capuano    Athletic Manager**

#### **CRANSTON HIGH SCHOOL WEST**

**Gina Bailey    Head Boys' Cross Country**  
**Corey Capirchio    Assistant Football**  
**Nancy Hersey    Assistant Girls' Tennis**  
**Jason Hogan    Head Freshmen Football**  
**Sheila Lagasse    Head Girls' Cross Country**  
**James Lucas    Head Girls' Tennis**

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#### **CRANSTON HIGH SCHOOL WEST CONT.D**

**Robert Malo    Assistant Football**

**Thomas Milewski Assistant Football**

**Charles Pearson Head Girls' Soccer**

**James Raspallo Assistant Girls' Soccer**

## **CRANSTON HIGH SCHOOL WEST CONT'D**

**Steven Stoehr Head Football**

**Michael Waterman Assistant Boys' Soccer**

**James Williamson Head Boys' Soccer**

**Leonard D'Errico Athletic Manager**

**NO. 07-7-13 - RESOLVED, that at the recommendation of the Superintendent, the following individuals be appointed as athletic coaches:**

**Lloyd Bochner, Head Girls' Soccer, Park View Middle School**

**Step – 2**

**Class – D**

**Playing Competition – None**

**Experience – Cranston Coach Girls' Basketball**

**Certification – Rhode Island Coaches' Certification; CPR/AED/First Aid Certified**

**Robert Finelli, Head Hockey, Cranston High School East**

**Step 4**

**Class – B**

**Playing Competition – Cranston High School East**

**Experience – Assistant coach, Cranston High School East**

**Certification – Rhode Island Coaches Certification; CPR/AED/First Aid**

**Certified**

**Kelly Starliper, Assistant Field Hockey, Cranston High School East**

**Step – 4**

**Class – D**

**Playing Competition – High School**

**Experience – Assistant Coach, Syracuse University**

**Certification – Rhode Island Coaches Certification; CPR/AED/First Aid  
Certified**

**NO. 07-7-14 - RESOLVED, that at the recommendation of the  
Superintendent, the resignation of the following coaches be  
accepted:**

**Stephen Hallas, Assistant Coed Golf**

**Cranston High School West**

**Effective Date: June 21, 2007**

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**Mark Dengel, Boys' Soccer**

**Western Hills Middle School**

**Effective Date: July 10, 2007**

**NO. 07-7-15 - RESOLVED, that at the recommendation of the  
Superintendent, the following non-certified employees be appointed:**

**Kimberly Knowles, Three-Hour Food Service Worker**

**Food Service**

**Effective Date of Employment – June 4, 2007**

**Authorization – Replacement**

**Fiscal Note: 31547179 511000**

**Carol Manzi, Substitute Call Secretary**

**Human Resources**

**Effective Date of Employment – August 27, 2007**

**Authorization – Replacement**

**Fiscal Note: 14747114 514900**

**Michael E. Allen, JROTC Technician**

**Cranston High School East**

**Effective Date of Employment – July 17, 2007**

**Authorization – Replacement**

**Fiscal Note: 11311614 / 21311614 514000**

**Robert Brothers, Summer Utility**

**Plant**

**Effective Date of Employment – July 2, 2007**

**Authorization – Replacement**

**Fiscal Note: 14747482 518200**

**Lisa Cipriano, Summer Utility**

**Plant**

**Effective Date of Employment – July 2, 2007**

**Authorization – Replacement**

**Fiscal Note: 14747482 518200**

**Andrew LaStarza, Summer Utility**

**Plant**

**Effective Date of Employment – July 16, 2007**

**Authorization – Replacement**

**Fiscal Note: 14747482 518200**

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**Nicholas Guglielmetti, Summer Utility  
Plant**

**Effective Date of Employment – July 9, 2007**

**Authorization – Replacement**

**Fiscal Note: 14747482 518200**

**NO. 07-7-16 - RESOLVED, that at the recommendation of the Superintendent, the resignation of the following non-certified personnel be accepted:**

**Marie Belch, Three-Hour Food Service Worker  
Food Service**

**Effective Date: June 20, 2007**

**NO. 07-7-17 - RESOLVED, that at the recommendation of the Superintendent, named non-certified staff members be laid off from their respective positions due to budgetary reasons.**

**GRANTS**

**NO. 07-7-18 - RESOLVED, that the Cranston Public Schools submit the following grant:**

**Rhode Island State Legislature**

**Cranston Artists' Exchange – Orchard Farms School \$1,000**

## **BUSINESS**

**NO. 07-7-19 - RESOLVED, that the following purchases be approved:**

**Heating Oil No. 2 be awarded to Burke Oil for 2007-2009 at the increment rate of .0282 from the low posting of the Providence Harbor Market.**

**Number of bids issued 10**

**Number of bids received 3**

**Lumber Supplies in the amount of \$8,365.74**

**Number of bids issued 5**

**Number of bids received 5**

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## **POLICY AND PROGRAM**

**NO. 07-7-20 – RESOLVED, that at the recommendation of the Superintendent, the following Conference be authorized:**

**Kathleen Magiera, Medicaid Supervisor/HIPAA Privacy Officer, to travel to Minneapolis, Minnesota to attend the National Alliance for**

**Medicaid in Education conference from September 25, 2007 to September 28, 2007.**

**NO. 07-7-21 - RESOLVED, that at the recommendation of the Superintendent, Policy No. 5113, Student Attendance, with accompanying regulations, as amended, be approved for second and final reading and that Policy No. 5113.1, Student Dismissal, and accompanying regulations be repealed.**

**NO. 07-7-22 - RESOLVED, that Policy No. 4213, Non-certified Supervisory and Confidential Employees, be approved for first reading.**

#### **TABLED RESOLUTIONS**

**NO. 07-5-30 – RESOLVED, that Policy No. 6162.2, Access to Networked Information Resource Acceptable Use Policy (AUP), as amended, be approved for second and final reading. (2)**

**NO. 07-5-31 – RESOLVED, that at the recommendation of the Superintendent, Policy No. 5113, Student Attendance, with accompanying regulations, as amended, be approved for first reading and that Policy No. 5113.1, Student Dismissal, and accompanying regulations be repealed. (2)**

**XIII. Action Calendar / Action Agenda**

**XIV. New Business**

**XV. Public Hearing on Non-agenda Items**

**XVI. Announcement of Future Meetings**

## **XVII. Adjournment**

**School Committee members who are unable to attend this meeting are asked to notify the Chairman in advance.**

**Notice Posted: July 11, 2007**

### **INSTRUCTION 6161.2(a)**

**Access to Networked Information Resources**

**Acceptable Use Policy (AUP)**

### **TECHNOLGY ACCEPTABLE USE POLICY**

**This policy's intent is to ensure appropriate educational and business operational access to computers, the CPS Network of computers, and the Internet for students and staff while accessing their school account from within any Cranston Public School or non-school location.**

**Students/staff found in violation of the Technology Acceptable Use Policy will be referred to the building principal or appropriate administrator. In the case of a student, the parent or guardian will be notified. The building administrators will have the right and responsibility to exercise judgment for all users regarding technology use violations, including those that may not have been specifically outlined in the acceptable use policy. Consequences for students may include suspension of computer privileges, notification of police,**

**and suspension from school and/or recommendation for exclusion from school for up to one calendar year. Consequences for staff may include suspension of computer privileges, notifications of police, as well as the initiation of the discipline process delineated by Cranston Public School policy.**

## **Educational Purpose**

**1. The Cranston Public Schools Network (CPSnet) has been established for an educational purpose to support and enhance the curriculum. For the purpose of this policy, the term CPSnet shall include Cranston Public Schools' computers, local area networks (LANs), wide area networks (WANs), and access to the Internet through CPSnet or other Internet Service Providers.**

**The CPSnet has not been established as a public access service or a public forum. Cranston Public Schools has the right to place restrictions on the material accessed or posted through the system. Users, including faculty, staff, students, and others granted access shall agree to follow the rules set forth in the Cranston Public Schools Disciplinary Procedure Handbook.**

## **Students/Staff Internet Access**

**1. Students/staff will have access to the CPSnet information resources through**

**their classrooms, library, or school computer labs/wireless laptop computer and/or any other type of electronic device.**

**2. Student users and their parent(s)/guardian(s) must sign the “Technology Acceptable Use Policy Agreement” portion of this handbook. Signatures are required in order for students to be granted access to the Internet. The parent(s)/guardian(s) can withdraw approval at any time.**

#### **INSTRUCTION 6161.2(b)**

#### **Access to Networked Information Resources**

#### **Acceptable Use Policy (AUP)**

**3. Staff members are expected to follow the same “Technology Acceptable Use Policy Agreement” as students as terms of their employment and must sign the “Technology Acceptable Use Policy Agreement”.**

#### **Prohibited Uses**

##### **1. Breach of Personal Safety**

**a. Student users will not post personal contact information about themselves,**

**their parent(s)/guardian(s) or other people. Personal contact information includes (but is not restricted to) home address, telephone, school address, work address or parent information, etc.**

**b. Student users will not meet in person with anyone contacted online.**

**c. Student users will promptly disclose to a teacher or other school employee**

**any message received that is inappropriate or makes them feel uncomfortable.**

**d. Users will not attempt to gain unauthorized access to the CPS network or to**

**any other computer system through the CPSnet or go beyond authorized access levels. This includes attempting to log in through another person's account or access another person's files, even if only for the purposes of "browsing."**

**e. Users will not make deliberate attempts to disrupt the CPSnet or any other**

**computer system or destroy data by spreading computer viruses or by any other means.**

**f. Users will not use the CPSnet to engage in any other illegal act, such as**

**arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, threatening the safety of a person and/or invading the privacy of individuals.**

**g. The CPSnet shall not be used for private commercial purposes.**

**This means**

**offering, providing or purchasing products or services for non-school related usage, including the electronic distribution from non-CPSnet accounts such as home or personal business account to a CPS account.**

**h. Political lobbying is not allowed through the CPSnet.**

## **INSTRUCTION 6161.2(c)**

### **Access to Networked Information Resources**

#### **Acceptable Use Policy (AUP)**

## **2. System Security**

**a. Under no conditions should a password be provided to another person.**

**Users are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their accounts to protect their own liability.**

**b. Users will immediately notify a teacher or a system administrator if a possible security problem has been identified.**

**c. Users will avoid the spread of computer viruses by following the**

**district virus protection procedures.**

### **3. Inappropriate Language**

**a. Users will not send, display or receive any public and/or private messages**

**through the CPSnet that contain inappropriate language. This restriction**

**also applies to material posted on the school web page.**

**b. Users will not send, display or receive messages through the CPSnet that use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.**

**c. Users will not send, display or receive information through the CPSnet that could cause damage or disruption.**

**d. Users will not send, display or otherwise engage in personal attacks,**

**including prejudicial or discriminatory attacks through the CPSnet.**

**e. Users will not send, display or receive messages through the CPSnet that**

**harass another person. Harassment includes but is not limited to persistently acting in a manner that distresses or annoys another person.**

**f. Users will not send, display or receive false or defamatory information about a person or organization through the CPSnet.**

**g. Users will not send, display or receive anonymous messages using pseudonym signatures through the CPSnet**

## **INSTRUCTION 6161.2(d)**

### **Access to Networked Information Resources**

#### **Acceptable Use Policy (AUP)**

#### **4. Respect for Privacy**

**a. Users will respect the privacy of confidential messages and will not repost those messages without the permission of the person who sent the message.**

**b. Users will not post private information about another person or organization.**

#### **5. Respect for Resource Limits**

**a. Users will utilize the system only for educational activities and**

**limited, high**

**quality self-discovery activities. Faculty will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the Cranston Public Schools curriculum. All students will be informed by faculty of their rights and responsibilities as users of the CPSnetwork prior to gaining access to that network, either as an individual user or as a member of a class or group.**

**b. Student users will not download any file without the expressed permission of the instructor.**

**c. Users will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.**

**d. All users will check their e-mail frequently and delete unwanted messages promptly.**

## **6. Plagiarism and Copyright Infringement**

**a. Users will provide proper citation for information gathered from**

**CD-ROMs, through the CPSnet or on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.**

**b. Users will respect the rights of copyright owners. Copyright infringement occurs when a user inappropriately reproduces a work that is protected by a copyright. A work includes: text, graphics, photos, sounds, music, animation, video and software programs. If a work contains language that specifies appropriate use of that work, users should follow the expressed requirements. If unsure whether or not a work may be used, permission from the copyright owner must be requested.**

## **INSTRUCTION 6161.2(e)**

### **Access to Networked Information Resources**

#### **Acceptable Use Policy (AUP)**

#### **7. Inappropriate Access to Material**

**a. Receiving or inputting pornographic materials, promoting violence, engaging in racial, gender or other defamatory slurs or for personal attacks on others through the CPSnet is strictly prohibited.**

**b. Receiving or transmitting information through the CPSnet pertaining to dangerous instruments such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices is**

**prohibited.**

**c. The CPSnet does not permit the use of chat rooms.**

## **Individual Rights**

### **1. Search and Seizure**

**a. Network administrators may review files and communications to maintain**

**system integrity and to ensure that users are utilizing the CPSnet responsibly.**

**Users should not expect that files stored on district servers or computers**

**will be private.**

**b. An individual search will be conducted if there is reasonable suspicion that a**

**user has violated this policy.**

### **2. Due Process**

**a. The Cranston Public Schools will cooperate fully with local, state, or federal**

**officials in any investigation related to any illegal activities conducted through**

**the CPSnet.**

**b. In the event there is a claim that a user has violated this policy, the user will be notified of the suspected violation. An opportunity to present an explanation will be provided.**

### **Limitation of Liability**

**1. The Cranston Public Schools makes no guarantee that the functions or the services provided by or through CPSnet will be error-free or without defect.**

**2. The Cranston Public Schools will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.**

**INSTRUCTION 6161.2(f)**

**Access to Networked Information Resources**

**Acceptable Use Policy (AUP)**

**3. The Cranston Public Schools is not responsible for the accuracy or quality of the information obtained through or stored on the CPSnet.**

**4. The Cranston Public Schools will not be responsible for financial**

**obligations arising through the unauthorized use of the CPSnet system.**

**It is a privilege, not a right, to use the CPSnet and the information resources found on the network and on the Internet.**

**Policy Adopted: June 16, 1997 CRANSTON PUBLIC SCHOOLS**

**Policy Amended: Cranston, Rhode Island**

**Resolution No.:**

**CRANSTON PUBLIC SCHOOLS**

**ACCEPTABLE USE POLICY**

**For Access to**

**Networked Information Resources**

**(AUP)**

**All users (students, staff, and administration) will be required to sign the Acceptable Use Policy. Parent/Guardian of student users must also sign the form.**

**CRANSTON PUBLIC SCHOOLS' USER**

**As a user of the Cranston Public Schools' CPSnetwork, I agree to follow rules of the Acceptable Use Policy.**

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**Signature**

**Date**

**PARENT/GUARDIAN**

**As the parent/guardian of this student, I have read the Acceptable Use Policy and agree to promote this policy with my son/daughter. Having read the policy, I understand that this access is designed for educational purposes.**

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**Parent/Guardian Signature**

**(Date)**

**TABLED POLICY – RESOLUTION NO. 07-5-31**

**STUDENTS            5113**

**ATTENDANCE**

**STUDENT ATTENDANCE POLICY**

**Attendance is mandated by Rhode Island General Laws 16-19-1. Regular attendance is absolutely necessary for academic success, as it develops a sense of responsibility, which is indispensable for survival in the workplace.**

**Policy Adopted: March 20, 1972 CRANSTON PUBLIC SCHOOLS**

**Policy Amended: Cranston, Rhode Island**

**Resolution No.:**

**STUDENTS 5113 (a)**

## **MINIMUM ATTENDANCE EXPECTATIONS**

**Students in grades 9-12 must be in regular attendance for a minimum of 90% of their course work per quarter. Students with excessive (more than five (5)) unexcused class absences will have their term grade reduced by 10 points of their quarterly grade. Students enrolled in minor classes (3 meetings per cycle) will receive a 10 point deduction for more than three(3) unexcused class absences.**

**The following shall not be considered absences and shall not count against students:**

- Absence from class due to in-school or out-of-school suspension**
- Absence from class due to attendance at school-sponsored events**
- Absence from class due to attendance at scheduled meetings with school personnel**
- Absences from class due to religious observance**

**The following excused absences determined by the regulations of the Truancy Court:**

- Illness confirmed by a doctor's note within 2 days of return to school**
- Dental appointments confirmed by a dentist's note within 2 days of**

**return to school**

- **Family bereavement confirmed with a newspaper obituary or death notice**
- **Legal/court obligations confirmed by a note from the courts**
- **Verifiable college and military appoints, prior permission from the Guidance Department and appointment verification forms are required**

**All notes must be submitted within two days of the student's return to school.**

**Students that have absences exempted from counting against the 90% minimum requirement are still required to complete and turn in all make-up work missed due to their absence.**

## **ABSENCE, TARDINESS AND DISMISSALS**

- 1. Parents should call the school (270-8049) to report a student's absence.**
- 2. Students who are absent or suspended will not be allowed to report to school or to attend any school activity during the period of absence or suspension.**
- 3. If a student is absent (unexcused) from a class or classes in excess of five (5) times per quarter, the teacher will lower the student's quarterly grade by ten points.**

## **STUDENTS            5113 (b)**

### **ABSENCE, TARDINESS AND DISMISSALS (CONTINUED)**

**4. Family vacations during school time will not be excused by the School Committee Policy.**

**5. Parents wishing to appeal an attendance-related grade reduction should submit a written appeal to the Administration in the following order:    Assistant Principal, Principal, Superintendent, School Committee.**

**6. Excessive tardiness to school is unacceptable. Students who accumulate more than three (3) unexcused tardies per semester will receive detention for each subsequent tardy according to school department policy. Should excessive tardiness become a serious or chronic problem, a student may be assigned A.D.P., could be suspended out of school, Saturday Detention, or receive social probation. All other days tardy will result in disciplinary consequences unless excused with verifiable documentation (i.e., doctor's note, dental note, legal obligation, etc). All notes must be submitted on the day the student is tardy or at least by the next school day.**

**A student who arrives late to class more than half way through the class, regardless of the class, will be considered absent from that**

**class.**

**7. Students tardy after 11:00 am are considered absent and are ineligible to participate in athletics or extracurricular activities on that day. Should the tardiness occur on the last day before a weekend, the student will be likewise, ineligible to participate. Students may be allowed to participate in these situations with administration approval.**

**8. Personal family appointments, which can be scheduled during non-school hours, will be included in absence and tardy totals.**

**9. The classroom teacher will assign students who are tardy to class without an acceptable or verifiable reason appropriate disciplinary action. Students who are habitually tardy will be referred to the administration.**

**10. Students who miss a class period or a whole day of school without permission will be considered truant. All students who are determined to be truant will be subject to disciplinary action and will receive no credit (zero) for all work missed or due during the truancy.**

**11. Students may be dismissed from school with a parental note, with an acceptable reason. All other dismissals will be excused only with verifiable documentation by a doctor, dentist, legal obligation, etc. These notes from verifiable sources or appointment verification forms must be turned in to the Main Office by the next school day.**

**12. Students dismissed from school are ineligible to participate in athletics or extra- curricular activities on that day or the ensuing weekend should it occur on the day before a weekend. Students may be allowed to participate in these situations with administrative**

approval.

**STUDENTS            5113 (c)**

### **ABSENCE, TARDINESS AND DISMISSALS (CONTINUED)**

**13. For eligibility purposes with respect to extra curricular activities and athletics, students dismissed for medical, dental, legal appointments, etc., must have such dismissal pre-approved by an administrator or designee. Upon the student's return to school from the appointment, verification documentation must be turned in to the office or to the coach or activity advisor, if school has ended, to be eligible to participate (parental notes will not suffice.) Any student clinically dismissed by the nurse due to illness may not return to school and is ineligible to participate in athletics or school activities.**

### **MAKE UP POLICY**

**A student absent from school from one (1) to three (3) days will have one (1) class meeting per absence to make up missed work beginning on the initial day they return to school.**

**For students absent or suspended from school for a period of more than three (3) days, school work may be requested by the**

**parent/guardian. A twenty-four (24) hour notice for such requests is required and will be made available by teachers through the main office. Students suspended from school will be allowed to make up all work as dictated by this policy.**

**In the event that a student is absent on the day a long-term project/assignment is due, the grade for that assignment will be reduced at the discretion of the teacher. Should the student submit verifiable documentation for the absence (medical, dental note, etc.), the grade reduction may be waived.**

**Serious long-term illness make-up will be made up at the discretion of the teacher(s) and guidance counselor.**

**Any student that makes arrangements with a teacher to make-up work at an arranged time and fails to do so will be assigned a zero (0) for the work in question.**

## **FINAL EXAMS**

**A. Final exams are required in every course in grades 9 through 12. The final exam grade for each course will be weighted 15% of the final grade.**

**B. An exam schedule is published in June. Senior high school students are expected to report for their scheduled final exams and must remain in the exam room for the entire period. Depending on the schedule, students may be dismissed following their exams.**

**ATTENDANCE POLICY FOR EXAMS**

- 1. Final exams will be administered in all courses. Seniors with a grade point average of 90 or above may be exempt from their final exam in the courses with that average.**
- 2. Should a student be tardy to an exam without prior administrative approval, he/she will be admitted to the exam and allowed to take the exam during the remaining time in the exam period only.**
- 3. If a student is going to be absent from an exam and wishes to be granted the opportunity to take a make-up exam, a parent must contact the administration in writing or by phone (Main Office) prior to the start of the exam.**
- 4. If a student is absent from an exam and the administration has not been contacted in advance, the student will not be given a make-up exam and will receive a grade of zero.**
- 5. Make-up exams will be given at a time to be determined by the teacher.**
- 6. All students must remain in the testing site until the conclusion of the exam period.**

**Regulations Adopted: March 20, 1972 CRANSTON PUBLIC SCHOOLS**

**Regulations Revised: August 20, 1990 Cranston, Rhode Island**

**Regulations Revised:**

**Resolution No.:**

**NEW PROPOSED POLICY**

**5113**

**STUDENTS**

## **ATTENDANCE**

### **STUDENT ATTENDANCE POLICY**

**Attendance is mandated by Rhode Island General Laws 16-19-1. Regular attendance is absolutely necessary for academic success, as it develops a sense of responsibility, which is indispensable for survival in the workplace.**

**Policy Adopted: March 20, 1972 CRANSTON PUBLIC SCHOOLS**

**Policy Amended: CRANSTON, RI.**

**Resolution No.:**

**STUDENTS 5113(a)**

### **MINIMUM ATTENDANCE EXPECTATIONS**

**Students in grades 9-12 must be in regular attendance for a minimum of 90% of their course work per quarter. Students with excessive (more than five(5) unexcused class absences) will have their term grade reduced by 10 points of their quarterly grade. Students enrolled in minor classes (3 meetings per cycle) will receive a 10 point deduction for more than three(3) unexcused class absences.**

**The following shall not be considered absences and shall not count against students:**

- **Absence from class due to in-school or out-of-school suspension**
- **Absence from class due to attendance at school-sponsored events**
- **Absence from class due to attendance at scheduled meetings with school personnel**
- **Absences from class due to religious observance**

**The following excused absences determined by the regulations of the Truancy Court:**

- **Illness confirmed by a Doctor's note within 2 days of return to school**
- **Dental appointments confirmed by a Dentist's note within 2 days of return to school**
- **Family bereavement confirmed with a newspaper obituary or death notice**
- **Legal/court obligations confirmed by a note from the courts**
- **Verifiable college and military appointments, prior permission from the Guidance Department and appointment verifications forms are required**

**All notes must be submitted within two days of the student's return to school.**

**Students that have absences exempted from counting against the 90% minimum requirement are still required to complete and turn in all make-up work missed due to their absence.**

## **ABSENCE, TARDINESS AND DISMISSALS**

**8. Parents should call the school at 270-8049 for Cranston West or 270-8126 for Cranston East to report a student's absence.**

**9. Students who are absent or suspended will not be allowed to report to school or to attend any school activity during the period of absence or suspension.**

**10. If a student is absent (unexcused) from a class or classes in excess of five (5) times per quarter, the teacher will lower the student's quarterly grade by ten points.**

**STUDENTS            5113(b)**

## **ABSENCE, TARDINESS AND DISMISSALS (CONTINUED)**

**11. Absences or dismissals by the school nurse are considered excused.**

**12. Family vacations during school time will not be excused by the School Committee Policy unless previously approved by the school department.**

**13. Parents wishing to appeal an attendance-related grade reduction should submit a written appeal to the Administration in the following**

**order: Assistant Principal, Principal, Superintendent, School Committee.**

**14. Excessive tardiness to school is unacceptable. Students who accumulate more than three (3) unexcused tardies per semester will receive detention for each subsequent tardy according to school department policy. Should excessive tardiness become a serious or chronic problem, a student may be assigned Alternative Discipline Program, could be suspended out of school, Saturday Detention, or receive social probation. All days tardy beyond the 3 per semester will result in disciplinary consequences unless excused with verifiable documentation (i.e., doctor's note, dental note, legal obligation, etc). All notes must be submitted on the day the student is tardy or least by the next school day.**

**A student who arrives late to class more than half way through the class, regardless of the class, will be considered absent from that class.**

**15. Students with unexcused tardies after 11:00 am are considered absent and are ineligible to participate in athletics or extra curricular activities on that day. Should the tardiness occur on the last day before a weekend, the student will be likewise, ineligible to participate in school related activities or athletics.**

**16. Personal family appointments, which can be scheduled during non-school hours, will be included in absence and tardy totals.**

**17. The classroom teacher will assign students who are tardy to class without an acceptable or verifiable reason appropriate disciplinary action. Students who are habitually tardy will be referred to the**

administration.

18. Students who miss a class period or a whole day of school without permission will be considered truant. All students who are determined to be truant will be subject to disciplinary action and will receive no credit (zero) for all work missed or due during the truancy.

19. Students may be dismissed from school with a parental note, with an acceptable reason. All dismissals will be excused only with verifiable documentation by a doctor, dentist, legal obligation, death, religious observance, etc. These notes from verifiable sources or appointment verification forms must be turned in to the Main Office by the next school day that the student is present.

20. Students dismissed from school are ineligible to participate in athletics or extra curricular activities on that day or the ensuing weekend should it occur on the day before a weekend. Students may be allowed to participate in these situations with administrative approval.

**STUDENTS            5113(c)**

## **ABSENCE, TARDINESS AND DISMISSALS (CONTINUED)**

21. For eligibility purposes with respect to extra curricular activities and athletics, students dismissed for medical, dental, legal appointments, etc., must have such dismissal pre-approved by an administrator or designee. Upon the student's return to school from the appointment, verification documentation must be turned in to the office or to the coach or activity advisor, if school has ended, to be

**eligible to participate (parental notes will not suffice.) Any student clinically dismissed by the nurse due to illness may not return to school and is ineligible to participate in athletics or school activities.**

## **MAKE UP POLICY**

**A student absent from school from one (1) to three (3) days will have one (1) class meeting per absence to make up missed work beginning on the initial day they return to school.**

**For students absent or suspended from school for a period of more than three (3) days, school work may be requested by the parent/guardian. A twenty-four (24) hour notice for such requests is required and will be made available by teachers through the main office. Students suspended from school will be allowed to make up all work as dictated by this policy.**

**In the event that a student is absent on the day a long-term project/assignment is due, the grade for that assignment will be reduced at the discretion of the teacher. Should the student submit verifiable documentation for the absence (medical, dental note, etc.), the grade reduction may be waived.**

**Serious long-term illness make-up will be made up at the discretion of the teacher(s) and guidance counselor.**

**Any student that makes arrangements with a teacher to make-up**

**work at an arranged time and fails to do so will be assigned a zero (0) for the work in question.**

## **FINAL EXAMS**

**A. Final exams are required in every course in grades 9 through 12. The final exam grade for each course will be weighted 15% of the final grade.**

**B. An exam schedule is published in June. Senior high school students are expected to report for their scheduled final exams and must remain in the exam room for the entire period. Depending on the schedule, students may be dismissed following their exams.**

**STUDENTS            5113 (d)**

## **ATTENDANCE POLICY FOR EXAMS**

**2. Final exams will be administered in all courses. Seniors with a grade point average of 90 or above may be exempt from their final exam in the courses with that average.**

**3. Should a student be tardy to an exam without an excuse or prior administrative approval, he/she will be admitted to the exam and allowed to take the exam during the remaining time in the exam period only.**

**4. If a student is going to be absent from an exam and wishes to be**

**granted the opportunity to take a make-up exam, a parent must contact the administration in writing or by phone (Main Office) prior to the start of the exam.**

**5. If a student is absent from an exam and the administration has not been contacted in advance, the student will not be given a make-up exam and will receive a grade of zero.**

**6. Make-up exams will be given at a time to be determined by the teacher.**

**7. All students must remain in the testing site until the conclusion of the exam period.**

**Regulations Adopted: March 20, 1972 CRANSTON PUBLIC SCHOOLS**

**Regulations Revised: August 20, 1990 Cranston, Rhode Island**

**Regulations Revised:**

**Resolution No.:**

**NON-CERTIFIED PERSONNEL REVISED JULY 11, 2007 4213**

## **NON-CERTIFIED SUPERVISORY AND CONFIDENTIAL EMPLOYEE POLICY**

**This document is designed to outline the policies, practices and procedures governing non-certified supervisory and confidential personnel, hereinafter referred to as employees. It is the employee's responsibility to make themselves familiar with the contents of this policy.**

**This policy is not an express or implied contract of employment. The Cranston School Committee reserves the right to change, modify or delete any provisions of this employee policy in accordance with its by-laws. Either the school department or the employee may terminate the employment relationships at any time with or without notice or cause. The Superintendent subject to the approval of the School Committee has the authority to enter into written agreements regarding the length of employment or grounds for termination.**

### **Probationary Period**

**All new employees who fall within this job category are required to serve a probationary period of sixty calendar days from their date of hire. This is designed to give the employee and supervisor a period of time to determine the potential for continuing employment with the school district.**

## **Work Day**

**The normal work shift is eight and one-half (8 ½) hours, half an hour of which is an unpaid meal period. The employee is not eligible for overtime. Compensatory time or “Comp Time” programs are prohibited unless authorized by the Chief Operating Officer.**

## **Performance Appraisals**

**Upon completion of the first year of employment and each year thereafter, the employee’s job performance will be formally evaluated by his\her supervisor. This appraisal will become a part of the permanent personnel record.**

## **Merit Increases**

**Wage increases will be based upon the merit of the employee’s job performance. A budgeted percentage will be recommended by the Superintendent and will be subject to the approval of the Cranston School Committee.**

**NON-CERTIFIED PERSONNEL      4213 Cont.d**

**NON-CERTIFIED SUPERVISORY AND CONFIDENTIAL EMPLOYEE  
POLICY CONTINUED**

## **Resignation**

**If an employee wishes to leave the employ of the school district, a two week notice is required. Resignations should be submitted in writing to his\her supervisor indicating the anticipated termination date.**

## **→Dismissal**

**Serious violations of school department policy will be cause for immediate discharge. Such violations include, but are not limited to; theft; dishonesty; insubordination; unauthorized absences; misuse of school department equipment; fighting; use or possession of illegal drugs, weapons or alcohol; breach of confidentiality.**

## **Confidentiality**

**The employee may know or have access to confidential information. An employee is not to discuss confidential information with anyone including and not limited to fellow employees, family, or friends. The sharing of confidential information between employees as part of their professional responsibilities is exempt from this provision. Any violation of this provision will be grounds for disciplinary action up to and including termination.**

## **Benefits Eligibility**

**A school department employee may be eligible for a wide range of benefits. To be eligible the employee must be employed in a regular full-time position to qualify for school department benefits.**

## **Health Insurance**

**Recognizing the importance of comprehensive health and dental coverage, the Cranston School Department contributes the major portion of the cost of available insurance programs.**

**For the employee, the difference between the school department's contribution and the total premium cost will be deducted from his\her pay check. If the employee is required to make a premium contribution, he\she will be automatically enrolled in the district's pre-tax premium conversion plan, whereby the contribution is made before the payroll earnings are taxed. If the employee does not wish to have this arrangement, he\she has thirty (30) days to contact The Department of Human Resources. The employee's cost sharing will be set by the School Committee at the beginning of each fiscal year.**

**NON-CERTIFIED PERSONNEL      4213 Cont.d.**

**NON-CERTIFIED SUPERVISORY AND CONFIDENTIAL EMPLOYEE  
POLICY CONTINUED**

## **COBRA**

**In compliance with federal law, an employee and their qualified beneficiaries covered under the school district's Group Health and Dental plans may elect to continue their coverage under the plan if their coverage ends due to certain events.**

## **Worker's Compensation**

**The employee is covered by the school department's worker's compensation insurance. Payment of claim is calculated in accordance with applicable state laws. The employee is required to report an injury sustained on the job immediately to a supervisor. Failure to do so may jeopardize eligibility for the benefit. An incident report form can be obtained from Human Resources.**

## **Group Life Insurance**

**The Cranston School Department will provide free Group Life Insurance. The amount of life insurance is based on the schedule of benefits for the Group Life Plan. The employee may purchase additional coverage through payroll deductions.**

## **Pension**

**The employee is required to participate in The Rhode Island State**

**Employees pension system.**

**Tax Sheltered Annuity Program**

**An employee of the district is eligible to participate in one of the school department’s several tax sheltered annuity programs.**

**Vacations, Holidays and Leaves**

**Employees are entitled to vacations, holidays and leaves as outlined below.**

**NON-CERTIFIED PERSONNEL      4213 Cont.d**

**NON-CERTIFIED SUPERVISORY AND CONFIDENTIAL EMPLOYEE  
POLICY**

**Vacations**

**An employee is entitled to:**

<b>Length of Completed Service    Vacation Days</b>	
<b>1 YEAR</b>	<b>5 DAYS</b>
<b>5 YEARS</b>	<b>10 DAYS</b>
<b>10 YEARS</b>	<b>15 DAYS</b>
<b>20 YEARS</b>	<b>20 DAYS</b>

**25 YEARS      25 DAYS**

**An employee, after one year of service, will receive one (1) recess period as well as their earned vacation days.**

### **Holidays**

**An employee is immediately eligible for paid holiday time. The list of holidays will be issued at the beginning of the fiscal year.**

### **Paid Time for Illness**

**An employee will receive one sick day per month during the first year of employment and, on every anniversary, will receive fifteen days for the coming year. Sick time should be used only for legitimate illness of the employee or a member of the employee's immediate family (spouse, child, mother or father or other family members in the immediate household). Unused sick time will not accumulate. The employee may use up to three (3) sick days per year for personal business. Request for personal days should be scheduled at least seven (7) days in advance.**

**The employee will have a seventy-five (75) day long term ill bank which may be accessed after an employee has been out for five (5) consecutive work days or from the day of an inpatient hospitalization.**

**Any absence due to illness in excess of three (3) consecutive days will require a physician's note which will outline the reason for the illness, next evaluation and/or return date.**

## **Leaves of Absence**

**The school district offers both paid and unpaid leaves of absence.**

**NON-CERTIFIED PERSONNEL      4213 Cont.d**

## **NON-CERTIFIED SUPERVISORY AND CONFIDENTIAL EMPLOYEE POLICY**

### **Bereavement Days**

**This leave may be granted for a maximum of five (5) working days for the death in the immediate family (father, mother, sister, brother, son, daughter, spouse, father-in-law, mother-in-law, son-in-law, daughter-in-law, or other family members in the immediate household).**

**In case of death of a grandfather, grandmother, grandson, granddaughter, a leave may be granted for three (3) working days.**

**In the case of death of relatives by marriage or blood relatives not listed above, a leave of the day of the funeral will be granted.**

## **Jury Duty**

**Should the employee be called to serve on a jury during a scheduled work day, the school district will pay the regular wages for that day and the employee will be required to submit his\her compensation from the court system to the payroll department.**

**Military Reserve – If an employee is an active military reservist, and is required to serve two weeks active duty during the year, the employee will be eligible to receive the difference between his\her regular weekly pay and any weekly pay received from the Reserves. The employee will be required to produce a statement of earnings to the payroll department.**

**The employee may also qualify for the following unpaid leaves:**

**Military Duty – If the employee enlists or is drafted into any branch of the U.S. Armed Forces, the employee may return to the district without intervening employment or beyond the maximum limit prescribed by state or federal law.**

**Medical Leave – After completion of the employee's probationary period, an unpaid medical leave may be granted up to one (1) year. A physician's certificate must be submitted with the request for leave to Human Resources.**

**Policy Adopted: CRANSTON PUBLIC SCHOOLS**

**Resolution No. Cranston, Rhode Island**